

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

**TITLE: SUMMER ENRICHMENT PROGRAM COORDINATOR**

**QUALIFICATIONS:**

- 1. New Jersey Supervisor, Principal, or Administrator License (or in process of obtaining) is preferred.**
- 2. Minimum experience as determined by the Board.**
- 3. Experience coordinating summer programs is preferred.**
- 4. Strong interpersonal and communication skills.**
- 5. Required criminal history check and proof of U.S. citizenship or resident alien status.**

**REPORTS TO: Principal**

**JOB GOAL:** Plan, coordinate, and implement the summer enrichment program with responsibility for discipline, marketing, registration, staff employment, attendance, parent communication, supervision of students and staff, and reporting.

**PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Assist in the recruitment and selection of summer program staff.
3. Plan with the administration to develop effective summer programs and courses.
4. Coordinate the extended year program with the Child Study Team, as well as with the township recreation program.
5. Schedule the use of building facilities, identify and secure appropriate instructional materials and equipment, and establish office/workspace for summer school session.
6. Establish a registration timeline, session calendar, daily instructional schedule, and make teacher and student classroom assignments for the summer program.

7. Collaborate with administrators to complete student registration for the summer program and develop an accurate and complete registrant database.
8. Provide information for students, parents, and community about the summer program.
9. Develop and implement an orientation that articulates expectations, procedures, and practices to summer program staff.
10. Prepare summer program catalog/handbook, or other appropriate materials.
11. Organize and disseminate final program schedules, staffing lists, and class rosters.
12. Coordinate summer school health-related duties.
13. Maintain ongoing communication with involved administrators and summer program staff.
14. Discuss budgeting issues with the administration and maintain general oversight of the summer program budget
15. Serve as contact person for questions regarding summer program.
16. Collaborate with the principal to create and maintain a safe and productive learning environment for students and staff.
17. Maintain a visible presence and provide daily supervision and instructional leadership for teachers and students.
18. Maintain timely and effective communication with parents/guardians regarding incidents or situations that might impact them.
19. Assure that summer program teachers communicate student progress to parents.
20. Collect, summarize, and verify data required for program evaluation and reporting.
21. Maintain student and teacher attendance data and staff time-sheets.
22. Oversee the return of classroom space, materials, and equipment to acceptable status.

23. Conduct summer program teacher check out at the end of each session and assure that information from teachers is accurate and complete.
24. Provide information to or prepare required reports or forms for students, staff, parents, administration, and Board of Education.
25. Perform other duties assigned by the Superintendent of Schools or principal, or required by law, code, regulation, and/or Board policy.

**TERMS OF**

**EMPLOYMENT:** As determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_